

# Retention Schedules with Minimum and Maximum Periods

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# Retention Schedule Purpose

- Retention schedules set by Records Management of ASLAPR – (non-Judicial records only)
- Schedules used to manage volume of records
- Help identify and preserve records of enduring value
- Help identify records that can be disposed/destroyed

# Minimum/Maximum Schedules

- Some schedules still use minimum and maximum times
- Minimum times set to meet the needs of the office and public
- Maximum times set to minimize risk and public costs
- Illegal to keep beyond the maximum time
- State used to use “bucket” or flexible retention times but has since stopped using them

# Example: Municipal Attorney

## RECORDS RETENTION AND DISPOSITION SCHEDULE

PAGE 1 of 1

### ALL ARIZONA MUNICIPALITIES

Function:

**Attorney, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Arrest records (office copies)		-	-	2	After calendar year of arrest (Official copy at police dept.)

Total is both minimum & maximum limit

# Newer Retention Schedules

- Use minimum times to help guide retention
- Illegal to keep records shorter than the approved retention time

## **General Records Retention Schedule for All Public Bodies Law Enforcement Records**

**Schedule Number:  
000-12-30**

### **Authorization and Approval**

→ Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept

## Law Enforcement Records

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Remarks</u>
1.	<b>Crime Reports and Investigation Records</b> (includes a Departmental Report (DR) and may include supplemental records such as citations, Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) records, and other related records) a. Felonies i. Murder (including 1 <sup>st</sup> and 2 <sup>nd</sup> degree murder, manslaughter and negligent homicide) ii. Sex offenses (may include sex offender registry or other sex offense related records)	Permanent     109	Transfer to State Archives 99 years after calendar year crime report created    After calendar year crime report created

# Why Dispose?

- Risk in keeping non-permanent records too long
- Example: A long time span of records can be used to prove patterns of racial profiling
- Costs: Storage, staff time in proving access, duplication, data maintenance